



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION

**REQUEST FOR PROPOSALS # 31701-03077
AMENDMENT # 1
FOR ENTERPRISE CONTENT MANAGEMENT (ECM)
SERVICES**

DATE: August 1, 2013

RFP # 31701-03077 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates.

| EVENT | TIME | DATE | UPDATED / CONFIRMED |
|---|-----------|--------------------|---------------------|
| 1 State Issues RFP | | July 8, 2013 | Confirmed |
| 2 Disability Accommodation Request Deadline | 2:00 p.m. | July 11, 2013 | Confirmed |
| 3 Pre-proposal Conference | 2:00 p.m. | July 15, 2013 | Confirmed |
| 4 Notice of Intent to Propose Deadline | 2:00 p.m. | July 16, 2013 | Confirmed |
| 5 Written Comments Deadline | 2:00 p.m. | July 19, 2013 | Confirmed |
| 6 State Responds to Written Comments | | August 1, 2013 | Confirmed |
| 7 Proposal Deadline | 2:00 p.m. | August 8, 2013 | Confirmed |
| 8 State Completes Technical Proposal Evaluations | | August 22, 2013 | Confirmed |
| 9 State Opens Cost Proposals & Calculates Scores | 2:00 p.m. | August 23, 2013 | Confirmed |
| 10 State Issues Evaluation Notice & Opens RFP Files for Public Inspection | 2:00 p.m. | August 28, 2013 | Confirmed |
| 11 Contract Signing | | September 10, 2013 | Confirmed |
| 12 Contract Signature Deadline | 2:00 p.m. | September 17, 2013 | Confirmed |

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

| QUESTION / COMMENT | STATE RESPONSE |
|---|--|
| 1. In section B 17 in RFP # 31701-03077 are you | The two bulleted requirements are separate. That |

| QUESTION / COMMENT | | STATE RESPONSE |
|--------------------|--|--|
| | asking for 5 different company references or two companies with three completed projects? | <p>is, ideally, a Proposer would provide a total of five (5) references: two (2) large accounts currently serviced by the Proposer; and also, three (3) projects, of any size, completed by the Proposer.</p> <p>If a Proposer does not have a sufficient number of projects in either of the above categories to comply with the numbers requested, then the Proposer should provide up to five (5) references in any combination of the two categories. For each reference provided, please clearly label the intended category: i.e., "large account," or "completed project."</p> <p>Please note the second bulleted note at the bottom of Item B.17: "The State will not review more than the number of required references indicated above." If the Proposer submits more than the required number of references, the State will use a chance method to reduce to number of references reviewed to the required number.</p> |
| 2. | <p>This is regarding your one [sic] of the requirement [sic] of ENTERPRISE CONTENT MANAGEMENT (ECM) SERVICES</p> <p>Can you please help with following Questions.</p> <p>[a] Whether companies from Outside USA can apply for this ?? (From India or Canada)</p> <p>[b] Whether we need to come over there for meetings ??</p> <p>[c] Can we perform the tasks outside USA ?? (From India or Canada)</p> <p>[d] Can we submit our proposals via email?</p> | <p>[a] If, by the phrase "apply for this," the vendor means "may the vendor submit a Proposal in response to this RFP," the answer is: Yes, a vendor with an office outside of the continental United States may submit a Proposal in response to this RFP. However, in this case, the Proposer must still be fully compliant with the Mandatory requirement listed in RFP Attachment 6.2, Section A, Item A.9.</p> <p>[b] In accordance with the provisions of Attachment 6.6, pro forma Contract Section A.15, there may, and probably will, be occasions in which the Contractor will be required to physically attend meetings held in Nashville, Tennessee.</p> <p>[c] It is possible that some tasks may be performed outside of the Continental United States or outside of Nashville, Tennessee. However, see RFP Attachment 6.6, pro forma Contract Section A.4.</p> <p>[d] No, see RFP Section 3.2: Proposal Delivery.</p> |
| 3. | <p>[Vendor Name Redacted] is a significant vendor for the State regarding IBM products and Services, with a master contract in place with the state which includes IBM Software and Services.</p> <p>If you are amenable, I would respectfully request your okay to submit a response to this</p> | <p>All vendors meeting the requirements of RFP Attachment 6.2, Section A, Mandatory Requirements; and capable of providing the services and complying with the requirements described in RFP Attachment 6.6, pro forma Contract, are welcome to submit responses to RFP # 31701-03077. The State is interested in as much competition as possible from responsive and responsible Proposers.</p> |

| QUESTION / COMMENT | STATE RESPONSE |
|--|---|
| <p>RFP and participate in the process.</p> <p>Please confirm that is acceptable to you and whether there is [sic] any additional processes you would like us to follow to register as a bidder.</p> | <p>There is no requirement for a vendor to be registered with the State of Tennessee in order to submit a Proposal for a Professional Services contract. However, if the Proposer receives an award under the present RFP, the Proposer will be required to fill out ACH and substitute W-9 forms, as well as register with the Department of Revenue for tax purposes, prior to processing the Contract within the State's accounting system.</p> <p>While it is not a requirement to propose, prospective respondents are encouraged to register with the State's Central Procurement Office through the following website: http://tn.gov/generalserv/cpo/</p> |
| <p>4. A member of my team shared the enclosed RFP with us today.</p> <p>This is an area of specialization that [Vendor Name Redacted] has and we would like an opportunity to bid on this.</p> <p>Is it possible to bid this utilizing our Edison Master Contract?</p> | <p>No, the Proposer cannot propose a pre-existing contract with the State of Tennessee as a means to provide any of the services requested by RFP # 31701-03077.</p> <p>The current procurement effort stands alone and is unrelated to any other State contract under which the Proposer is currently providing products or services.</p> |
| <p>5. In section A.6 of RFP # 31701-03077 are you asking for IBM to provide written confirmation or is our attestation acceptable.</p> | <p>A written confirmation from the Proposer is acceptable. It is not necessary to get a letter from IBM.</p> |

3. **INFORMATIONAL NOTE:** As a part of this Amendment 1 to the RFP, the State is deleting and replacing in its entirety RFP Attachment 6.3, Cost Proposal & Scoring Guide. Proposers should be extremely careful that they use the latest amended version of the Cost Proposal & Scoring Guide when preparing their Cost Proposal response.
4. Delete the third paragraph on RFP page 2 (the one that references the "HIPAA Business Associate Agreement") in its entirety.
5. Delete RFP Attachment 6.3, Cost Proposal & Scoring Guide, in its entirety and insert RFP Attachment 6.3, attached hereto, in its place (any sentence or paragraph comprised by revised or new text is highlighted in yellow).
6. Delete RFP Attachment 6.6, *pro forma* Contract Section E.13 in its entirety and insert the following in its place (any sentence or paragraph comprised by revised or new text is highlighted in yellow):
 - E.13. Contractor Commitment to Diversity. The Contractor shall comply with and make reasonable business efforts to exceed the commitment to diversity represented by the Contractor's proposal responding to RFP # 31701-03077 (Attachment 6.2, Section B, Item B.15.) and resulting in this Contract.

The Contractor shall assist the State in monitoring the Contractor's performance of this commitment by providing, as requested, a quarterly report of participation in the performance of this Contract by small business enterprises and businesses owned by minorities, women,

and persons with a disability. Such reports shall be provided to the state of Tennessee Governor's Office of Diversity Business Enterprise in form and substance as required by said office.

7. Delete RFP Attachment 6.6, *pro forma* Contract, Department of Finance and Administration signature line (RFP page 52) in its entirety and insert the following in its place (any sentence or paragraph comprised by revised or new text is highlighted in yellow):

LARRY B. MARTIN, COMMISSIONER

DATE

COST PROPOSAL & SCORING GUIDE*NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED*

COST PROPOSAL SCHEDULE— The Cost Proposal, detailed below, shall indicate the proposed price for the entire scope of service including all services defined in the Scope of Services of the RFP Attachment 6.6., *Pro Forma* Contract and for the entire contract period as detailed. The Cost Proposal shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

The Proposer must enter only one rate per cost cell; the proposer must NOT enter more than one rate or a range of rates in a single cost cell. The Proposer must NOT add any other information to the Cost Proposal.

The proposed hourly rates must be fully loaded to include all administrative, ancillary, and travel costs.

The Proposer may enter zero (0) in a required proposed cost cell; however, the Proposer should not leave any proposed cost cell blank. For evaluation and contractual purposes, the State shall interpret a blank Proposed Cost cell as zero (0).

NOTICE: The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Proposer.

Notwithstanding the cost items herein, pursuant to the second paragraph of the pro forma contract section C.1. (refer to RFP Attachment 6.6.), "The State is under no obligation to request work from the Contractor in any specific dollar amounts or to request any work at all from the Contractor during any period of this Contract."

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the proposing entity to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to legally bind the proposing entity.

| | |
|------------------------------------|--|
| PROPOSER SIGNATURE: | |
| PRINTED NAME & TITLE: | |
| DATE: | |
| PROPOSER LEGAL ENTITY NAME: | |

| Cost Item Description | Proposed Cost | | | | | State Use ONLY | | |
|--|---------------|-----------|-----------|-----------|-----------|----------------|-------------------|---|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Sum | Evaluation Factor | Evaluation Cost (sum x factor) |
| Enterprise Content Management (ECM) Architect | \$ / HOUR | \$ / HOUR | \$ / HOUR | \$ / HOUR | \$ / HOUR | | 400 | |
| Enterprise Content Management (ECM) Programmer Analyst | \$ / HOUR | \$ / HOUR | \$ / HOUR | \$ / HOUR | \$ / HOUR | | 900 | |
| Enterprise Content Management (ECM) Project Manager | \$ / HOUR | \$ / HOUR | \$ / HOUR | \$ / HOUR | \$ / HOUR | | 500 | |
| Enterprise Content Management (ECM) Business Analyst | \$ / HOUR | \$ / HOUR | \$ / HOUR | \$ / HOUR | \$ / HOUR | | 500 | |
| Enterprise Content Management (ECM) System Administrator | \$ / HOUR | \$ / HOUR | \$ / HOUR | \$ / HOUR | \$ / HOUR | | 250 | |
| The RFP Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations. TOTAL EVALUATION COST AMOUNT: (sum of evaluation costs above) | | | | | | | | |
| Lowest Evaluation Cost Amount from <u>all</u> Proposals _____ Evaluation Cost Amount Being Evaluated | | | | | | | | X 40 (maximum section score) = SCORE: |
| State Use – RFP Coordinator Signature, Printed Name & Date: | | | | | | | | |